

<b>REASON FOR THIS POSITION</b>					<b>POSITION DESCRIPTION COVER SHEET</b>									
1. NEW		2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER		3. REPLACES PD NUMBER										
<b>RECOMMENDED</b>														
4. TITLE					5. PAY PLAN		6. SERIES		7. GRADE					
8. WORKING TITLE					9. INCUMBENT <i>(Optional)</i>									
<b>OFFICIAL</b>														
10. TITLE     Biological Science Technician, Biological Science Laboratory Technician, Agricultural Science Research Technician														
11. PP		12. SERIES		13. FUNC		14. GRADE		15. DATE		16. I/A		17. CLASSIFIER		
GS		404				04		MONTH/DAY/YEAR		YES     NO		MS		
								4/22/2002						
<b>18. ORGANIZATIONAL STRUCTURE <i>(Agency/Bureau)</i></b>														
1 <sup>st</sup>								5th						
2nd								6th						
3rd								7th						
4th								8th						
<b>SUPERVISOR'S CERTIFICATION</b>														
I certify that this is an accurate statement of the major duties and responsibilities of the position and its organizational relationships and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds and that false or misleading statements may continue violations of such statute or their implementing regulations.														
19. Supervisor's Signature						20. Date			22. Second Level Supervisor's Signature				23. Date	
21. Supervisor's Name and Title								24. Second Level Supervisor's Name and Title						
<b>FACTOR EVALUATION SYSTEM</b>														
FACTOR		25. FLD/BMK		26. POINTS		FACTOR		25. FLD/BMK		26. POINTS				
1. Knowledge Required		FLD 1-3		350		6. Personal Contacts		2						
2. Supervisory Controls		FLD 2-2		125		7. Purpose of Contacts		A				45		
3. Guidelines		FLD 3-1		25		8. Physical Demands		FLD 8-2				20		
4. Complexity		FLD 4-2		75		9. Work Environment		FLD 9-2				20		
5. Scope and Effect		FLD 5-2		75		27. <b>TOTAL POINTS</b>					27.		735	
Grade based on GS Position Classification Flysheet for Biological Science Technician Series GS- 404, and GLG for Aid & Technical Work in the Biological Sciences GS-400 (TS-111 dtd 12/91)								28. <b>GRADE</b>		28.		GS-4		
<b>CLASSIFICATION CERTIFICATION</b>														
I certify that this position has been classified as required by Title 5, US Code, in conformance with standards published by the OPM or, if no published standard applies directly, consistently with the most applicable published standards.														
29. Signature     /S/ MARILYN STETKA										30. Date     4/22/2002				
31. Name and Title:   Marilyn Stetka, Human Resources Specialist (Classification)														
32. Remarks: FLSA: N     Nonsensitive/low risk     FPL:     Standard Job #404-04										33. OPM CERTIFICATION NUMBER				

**MASTER RECORD/INDIVIDUAL POSITION DATA**  
*THIS SIDE TO BE COMPLETED BY THE CLASSIFIER*

**A. KEY DATA**

1. FUNCTION (1)	2. DEPT. CD/AGCY-BUR-CD. (4)	3. SON (4)	4. MR. NO. (6)	5. GRADE (2)	6. IP NO. (8)
A/C/D/I/R				04	

**B. MASTER RECORD**

1. PAY PLAN (2)	2. OCC.SER (4)	3. OCC FUNC. CD (2)	4. OFF. TITLE CD (5)	5. OFF. TITLE (38)
GS	0404		0033/ 0021/ 0001	BIOLCL SCI TECHNCN/ BIOLCL SCI LAB TECHNCN/ AGR L SCI RES TECHNCN
6. HQ.FLD.CD. (1)	7. SUP.CD. (1)	8. CLASS STD. CD. (1)	9. INTERDIS. CD. (1)	10. DT. CLASS (6)
1=HQ 2=FLD	8 1=Sup. SGEG 3=Mgr. SGEG 4=Sup. CSRA	5=Mgmt. CSRA 6= Leader LGEG 8=All Others	X=New Std. Applied Blank=NA	N=NO Y=Interdis
				MO DAY YEAR
				04 22 2002
11. EARLY RET. CD. (1)	12. INACT/ACT (1)	13. DT. ABOL. (6)	14. DT.INACT/REACT (6)	15. AGCY. USE (10)
1=Primary 2=Secondary	3=Foreign Svc. Blank=NA	A I=Inactive A=Active	MO DAY YEAR	MO DAY YEAR
16. INTERDIS. SER. (40)				
(4)	(4)	(4)	(4)	(4)
17. INTERDIS. TITLE CD. (50)				
(5)	(5)	(5)	(5)	(5)

**C. INDIVIDUAL POSITION**

1. FLSA CD. (1)	2. FIN. DIS. REQ. (1)	3. POS. SCHED. (1)	4. POS. SENS. (1)	5. COMP. LEV. (4)
N E=Exempt N=Nonexempt	0 N 0=None 1=CD 219 2=CD 220	3=SF 278 4=AD 392 5=SF 849	A=Sched A B=Sched B C=Sched C	0=Excepted but not A, B, C
			1N N	0=Nonsensitive 1=Noncritical 2=Critical Sensitive
6. WK. TITLE CD. (4)	7. WK TITLE (38)			
8. ORG. STR. CD. (18)	9. VAC. REV. CD. (1)			
1st 2nd 3rd 4th 5th 6th 7th 8th	0=Position Action No Vacancy A=No Change	B=Lower Grade C=Higher Grade	D=Different title and/or series E=New Position/New FTE	
10. TARGET GD. (2)	11. LANG. REQ. (2)	12. PROJ. DTY. IND. (1)	13. DUTY STATION (9)	14. BUS. CD. (4)
		Blank=N/A Y=Yes	State (2) City(4) County(3)	MO DAY YEAR
				MO DAY YEAR
				4 22 02
18. GD. BASIS. IND. (1)	19. DT. REQ. REC. (6)	20. NTE. DT. (6)	21. POS. ST. BUD(1)	
N 1=Rev. when vacant 2=Impact of Person 3=Sup./SGEG	4=Sup./Program 5=RGEG 6=Policy Analysis GEG	7=Equipment Devel. Guide 8=Agency Use 9=Agency Use ALPHAS = Agency Use	MO DAY YEAR	MO DAY YEAR
				Y=Perm N=Other
22. MAINT. REV./CLASS. ACT. CD.(2) (1st Digit = Activity and 2nd Digit = Results)				
Normal Act 1=Desk Audit 2=Sup. Audit 3=Paper Rev. 4=PME/Activity Rev.	Maintenance Review Act 5=Desk Audi 6=Sup. Audit 7=Paper Rev. 8=Panel Rev.	Results 1=No Action Req. 2=Minor PD Change 3=New PD Req. 4=Title Change	5=Series Change 6=Pos. Upgrade 7=Pos. Downgrade 8=New Pos.	9=Other
23. DT. EMP. ASGN. (6)	24. DT. ABOL. (6)	25. INACT/ACT (1)	26. DT. INACT/REACT (6)	27. ACCTG. STAT. (4)
MO DAY YEAR	MO DAY YEAR	A 1=Inact. 2=Act.	MO DAY YEAR	
30. CLASSIFIER'S SIGNATURE	31. DATE			
32. REMARKS				
Standard Job #404-04				

**Biological Science Laboratory Technician  
Agricultural Science Research Technician  
Biological Science Technician  
GS-404-04**

Standard Job #404-04

**A. MAJOR DUTIES**

Performs standardized routines in support of research projects. Such duties involve standardized tests, procedures, routines, or operations which require a general knowledge of basic biological science and the ability to know when and how to resolve problems encountered or to make adaptations in the sequencing of the tasks performed.

Typical, but not all-inclusive, duties are illustrated by performance of any combination of the following:

Assists in one or more phases of the research process by performing a variety of standardized or routine duties, in a laboratory, field, or greenhouse environment, common to the assigned area of work.

Performs routine and recurring techniques and studies using a variety of specialized equipment.

Records instrument readings, collects samples, and takes measurements.

Keeps detailed records of experimental data. Tabulates and summarizes data using personal computers and software packages.

Maintains inventory of chemicals, prepares solutions and reagents for use in the laboratory, field, or greenhouse, and safely disposes of waste material (both chemical and biological).

Keeps work-site in a neat and orderly manner.

**B. EVALUATION FACTORS**

**1. KNOWLEDGE REQUIRED BY THE POSITION (FLD 1-3: 350 pts)**

General knowledge of the basic principles of biological science (e.g., plant pathology, plant physiology, entomology, biochemistry, microbiology, genetics, etc.) to perform routine or recurring techniques and studies, record instrument readings, collect samples, and take measurements.

**Biological Science Laboratory Technician**  
**Agricultural Science Research Technician**  
**Biological Science Technician**  
**GS-404-04**

Basic knowledge of processes, methods, and procedures necessary to perform the full range of duties in the assignment area.

Skill in the operation of basic equipment common to the specific area of research being conducted to perform routine tests or take measurements and readings.

Ability to keep exact and detailed records of data obtained from experiments.

Ability to operate a personal computer using word processing and/or other software programs.

Ability to recognize subtle variations in often repeated experiments.

Ability to schedule and independently carry out work assignments.

**2. SUPERVISORY CONTROLS**

(FLD 2-2: 125 pts)

The supervisor or higher grade employee makes continuing assignments by initially indicating, orally or through written work orders, such criteria as the amount of work expected, general explanation of what is to be done, advice on the location of reference material or work samples, and the nature of the limits applicable to the assignments.

Within established procedures, the technician independently executes the task sequences associated with recurring and continuing work and makes adjustments to accommodate needed minor deviations in work methods. Unfamiliar situations or technical deviations from established practices are referred to the supervisor for guidance or resolution.

The supervisor or work leader ensures that tasks completed, data developed, the methods used in securing and verifying data, and application of guidelines are technically accurate and in compliance with instructions and established procedures.

**Biological Science Laboratory Technician**  
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**Biological Science Technician**  
**GS-404-04**

**3. GUIDELINES**

(FLD 3-1: 25 pts)

Characteristically, the guidelines are directly applicable, specific, and used repetitively in the work. The routinely used portions of the guidelines, e.g., those used daily, are often memorized or are quickly referenced. These guidelines typically consist of such things as standing oral instructions, written guides, charts, manuals, schedules, equipment manufacturers' operating manuals, standard and established operating procedures, and agency regulations.

Little or no judgment is required in applying the guidelines. Incumbent works in strict adherence to the guidelines, referring needed deviations or those with a lack of clarity to the supervisor.

**4. COMPLEXITY**

(FLD 4-2: 75 pts)

Assignments consist of performing a variety of routine procedural tasks or one or more complex duties related to regular and recurring technical work, operating a variety of pieces of equipment or one or more complex equipment systems commonly associated with the work site, and/or performing a full variety of the standardized technical support and technical duties associated with the work.

Performance of the assignments requires making choices when, for example, executing a number of type of sequential, related steps or assembling several pieces of equipment. Incumbent exercises independence in recognizing differences, choosing the right course of action, and then selecting and executing the proper task sequences for completing the work.

Incumbent deals with facts, e.g., spots readings which are outside the normal range of tolerance or acceptability, or determines how best to present raw data. The employee determines what needs to be done to update or complete records and documents and initiates action to acquire needed information from others as indicated by situations encountered in the work.

**Biological Science Laboratory Technician**  
**Agricultural Science Research Technician**  
**Biological Science Technician**  
**GS-404-04**

**5. SCOPE AND EFFECT** (FLD 5-2: 75 pts)

Completed assignments constitute a complete segment of assignments with broader scope, e.g., daily collects data for use by others involved in research.

Work products affect the accuracy, reliability, or acceptability of further procedures, processes or services, e.g., the ability of a scientist to complete with accuracy a phase of the research process.

**6. PERSONAL CONTACTS** (2a: 45 pts)

**7. PURPOSE OF CONTACTS**

Personal contacts are with employees in the agency, inside and outside of the immediate organizations, e.g., personnel from higher level organizational units, or, occasionally, resource individuals from State or local government units, or other Federal agencies.

The personal contacts are established to: exchange information about procedures, schedules, or operating problems; clarify information on records; report on the results of studies; explain the steps involved in operating equipment; explain the reason the work is being performed; or to explain other factual information. The facts or information exchanged may range from easily understood to highly technical.

**8. PHYSICAL DEMANDS** (FLD 8-2: 20 pts)

The work requires some physical exertion, such as regular and recurring running, walking, or bending. In many situations the duration of the activity (such as most of a work day) contributes to the arduous nature of the job. In other situations, such as in a laboratory, there may be special requirements for agility or dexterity such as exceptional hand/eye coordination.

**Biological Science Laboratory Technician**  
**Agricultural Science Research Technician**  
**Biological Science Technician**  
**GS-404-04**

**9. WORK ENVIRONMENT**

(FLD 9-2: 20 pts)

The work involves regular and recurring moderate risks or discomforts which require special safety precautions, e.g., working with contagious diseases or irritant chemicals or working outdoors. The employee is required to use protective clothing such as gowns, coats, boots, goggles, gloves.

**C. OTHER CONSIDERATIONS (Check if applicable)**

- ☐ Supervisory Responsibilities (EEO Statement)
- ☐ Training Activities - Career Intern, Student Career Experience Program
- ☐ Motor Vehicle or Commercial Driver's License Required
- ☐ Pesticide Applicator's License Required
- ☐ Safety/Radiological Safety Collateral Duties
- ☐ EEO Collateral Duties
- ☐ Drug Test Required
- ☐ Vaccine(s) Required
- ☐ Financial Disclosure Required
- ☐ Special Physical Requirements/Demands
- ☐ Other:

**TOTAL POINTS: 735 points**  
**(GS-4 Range: 655 - 850 points)**